

MANAGEWARE



## Guidelines for Annual Undersecretary's Management and Program Analysis Report

Louisiana Revised Statutes 36:8 requires the submission of an annual report summarizing the activities of each undersecretary's office relating to management and program analysis conducted for the preceding fiscal year.



This annual report is commonly called an "Act 160" report, because it was established by Act 160 of 1982. However, the initial statutory requirements for the report have been amended by Act 911 of 1995 and Act 20 of 2004. Act 911 of 1995 changed the due dates and made submission of the report mandatory. Act 20 of 2004 preserves the content requirements already in statute and adds another required component—progress toward accomplishment of the goals and objectives in the department's five-year strategic plan.

Louisiana statutes designate functions of particular executive/administrative positions in executive branch departments. In most departments, the position responsible for management and finance functions is that of the undersecretary; in some departments—those headed by a statewide elected official or an individual appointed by someone (or some entity) other than the governor—the position responsible for these functions might have another title. However, this annual report is required of both undersecretaries and equivalent positions. (See R.S. 36:8.E for the definition of undersecretary and identification of equivalent positions for purposes of this annual report.)

An undersecretary (or the equivalent under law) is empowered to:

1. Direct, conduct, and supervise evaluations and analyses of programs and operations of the department and its agencies and offices.
2. Review department operations, procedures, rules, and regulations for efficiency, economical management, and conservation of resources and to specify uneconomical practices.
3. Review and evaluate department programs and activities, as well as the impacts of existing and proposed laws and regulations upon the department and its programs. In particular, this review and evaluation of department programs is to determine: (a) whether the program is meeting goals and objectives; (b) whether the program is conducted as effectively and efficiently as possible in terms of services rendered, benefits achieved, and purposes accomplished as well as in terms of economic cost; (c) whether the program should be modified or eliminated; and (d) what specific changes, if any, should be made in the program.

4. Review existing and proposed laws, regulations, and policies pertaining to the operations and programs of the department and report to the secretary, and under his direction to the governor, Senate, and House of Representatives, the impact of such existing and proposed laws and regulations on the efficiency, economy, and effectiveness of the department and to make recommendations for changes in such existing or proposed laws and regulations to improve efficiency, economy, and effectiveness of the department.
5. Inform the secretary, and under his direction, the governor, commissioner of administration, Senate, and House of Representatives, through reports of problems within the department and recommendations for corrective measures.



## Report Guidelines

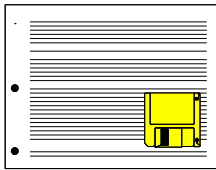
### Required Contents

The annual management and program analysis report must be prepared in the manner prescribed by the commissioner of administration and must be accompanied by such other information as he may require.

An annual management and program analysis report must include the following:

- A description of significant accomplishments made by the department during the fiscal year of the report.
- A report of progress toward accomplishment of the goals and objectives in the department's five-year strategic plan, including but not limited to an analysis of actual performance achieved, an explanation of the internal operating factors as well as the external factors, which are beyond the control of the department, that affected the achievement of department goals and objectives, and a description of actions needed to address significant variances between the department's strategic goals and objectives and actual performance.
- A description of significant management or operational problems or issues that exist in the department. ("Problems or issues" may include internal concerns, such as organizational structure, resource allocation, operations, procedures, rules, and regulations or deficiencies in administrative and management oversight that hinder productivity, efficiency, and effective service delivery. "Problems or issues" may be related to external factors—such as demographics, economy, condition of the state fisc, federal or state legislation, rules, or mandates—that are largely beyond the control of the department but affect department management, operations, and/or service delivery. "Problems or issues" may or may not be related directly to strategic plan lack of progress.)
- A description of corrective actions recommended by the undersecretary's office for those problems or issues identified. Further, any corrective actions recommended in previous reports on which no action has been taken should be noted.

- A list and brief summary of management reports and program evaluations made by the undersecretary's office during the fiscal year of the report.

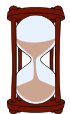


### Report Form

Utilize the Annual Management and Program Analysis Report (AMPAR) Form (a Microsoft Word document). This form poses questions that address the required contents of the annual report. Use as much space as necessary to fully answer AMPAR questions. The AMPAR Form can be downloaded from the OPB website (<http://www.state.la.us/opb/index.htm>).

Before the enactment of Act 20 of 2004, Forms 160-1, 160-2, 160-3, 160-4, and 160-5 were used to comply with the requirements of R.S. 36:8. Rules for Act 160 reports and Forms 160-1 through 160-4 were originally published in the December 1982 *Louisiana Register*. Revisions to those rules and Form 160-5 were published in the February 1984 *Louisiana Register*. Act 20 of 2004 removes the requirement that the Division of Administration formulate forms in accordance with the rulemaking process under the Administrative Procedures Act. As a result, the rules and forms in the Louisiana Administrative Code have been eliminated via the rule-making process, and the AMPAR Form replaces and supersedes Forms 160-1, 160-2, 160-3, and 160-4. Further, the rule provision allowing an undersecretary whose department has not identified any significant problems in its administration and management of programs and operations, has made or acquired no evaluations of programs within its agencies, and has not had any significant report made to the undersecretary during the reporting period, to submit a letter stating those facts has been eliminated.

### Submission of Report



Undersecretaries must submit annual management and program analysis reports to their department secretaries before November 25th of each year. Prior to December 5th of each year, department secretaries must submit the report to:

- the governor
- the commissioner of administration,
- the House Appropriations Committee,
- the Senate Finance Committee and
- the standing committee of each house of the legislature having responsibility for oversight of the department.



Submit reports electronically as attachments to e-mail transmissions. The Office of Planning and Budget provides more detailed submission instructions each year.